

**COBB COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ACCOUNTABILITY COURT COORDINATOR
DEPARTMENT: VARIOUS

CLASS CODE: 6002
FLSA STATUS: E
DATE:

CLASS SUMMARY:

Under direction, the purpose of the position is to oversee all functions of the assigned Accountability Court program under the supervision of an assigned Court with the primary responsibility for planning, organizing, directing and evaluating all components of the assigned Accountability Court program to ensure optimum efficiency and effectiveness. Employees in this classification monitor other team members to maintain an effective program and ensure compliance with State and Local standards, certification requirements, policies and procedures. Employees perform essential functions as outlined herein according to Court of assignment.

ESSENTIAL CLASS FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Carries out supervisory responsibility in accordance with County policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; performance appraisal; addressing complaints and resolving problems.
- Ensures the unit's compliance in accordance with all federal, state, and local regulatory standards, ordinances, laws, and requirements.
- Selects, trains and supervises professional staff and support personnel. Negotiates and monitors treatment and ancillary service contracts.
- Develops and maintains program policies, goals, objectives, procedures, strategies and mission statement for use in the program brochures and grants.
- Conducts budget administration including completing all DPV forms to pay contracted employees or services; and prepares reports such as annual/actual budget and cost/benefit analysis.
- Conducts grant writing and research by actively searching for available grants and applying for them within the county and federal regulations; develops and maintains all program statistical procedures and tracking data systems for internal and external reporting necessary for grants, state or county requirements.
- Coordinates and organizes the assigned Accountability Court Calendar including scheduling the participant's court appearances for status hearings and organizing regular policy meetings attended by the Judge and assigned Accountability Court Team.
- Attends the assigned Accountability Court sessions in order to provide the Judge with appropriate information needed to conduct the status hearing.
- Coordinates treatment of the assigned Accountability Court participants by organizing orientation and facilitating any other treatment referrals.
- Implements and maintains a case management system; updates the system weekly with participant drug screens, fees paid, sanctions imposed, and general participation; compiles data into statistic graph used in the public speaking sessions with the community.
- Coordinates and oversees all weekly court and staffing meetings with the assigned Accountability

ACCOUNTABILITY COURT COORDINATOR

Court Team to evaluate new and existing participants' progress and need for sanctions or incentives; seeks direction and reports to Judges and court administration regarding the process, procedures and program status.

- Serves as liaison between the Judge and other departments, elected officials, courts, law enforcement agencies, attorneys, and the public to ensure efficiency for the program; provides the public with newsletters describing the progress of the program in order to market it.
- Serves as the direct liaison between the assigned Accountability Court staff, and treatment team; attends weekly meeting to evaluate appropriate care; collaborates with the local colleges to perform regular program evaluations; contacts treatment staff to discuss program issues; provides the participants with support staff contact information to comply with court ordered sanctions; maintains active communication with support staff for such services regarding participant compliance; discusses drug interactions and testing results with laboratory service providers.
- Oversees all services of contracted treatment or support service staff for all alcohol and drug treatment services.
- Develops and maintains relationships with local civic clubs, churches, schools, and other charitable organizations in order to request long term sustainability and support; gives talks at local schools and to civic clubs to promote the Accountability Court program.
- Attends all applicable conferences and committee meetings.
- Maintains attendance and punctuality within customary tolerances for this position.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Standard Office Equipment

Standard Software Applications Personal Computer

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in Psychology, Social Services, or related field; supplemented by three years progressively responsible experience that provides practical knowledge and experience working with an addicted population; additional years of experience may substitute for the required education; or an equivalent combination of education, training, and experience.
- Certified Addictions Counselor (CAC) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of court and legal policies and procedures for application to Accountability Court.
- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Knowledge of effective supervisory principles and techniques.
- Knowledge of intermediate level mathematics, including addition, subtraction, multiplication, division, percentages and decimals.
- Knowledge of the drug screen process, including reading results and recognizing medications that interfere with test results.
- Operations of the court system including motions, orders, warrants, procedures and methods as

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ACCOUNTABILITY COURT COORDINATOR

required in the performance of duties.

- Interpersonal, leadership, planning, management and communications skills; ability to communicate professionally verbally and in writing.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to establish and maintain effective working relationships and communications with internal and external customers, co-workers, members of the judiciary and the public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Ability to provide training and instruction to staff in proper methods, techniques and procedures for processing unit activities.

PHYSICAL REQUIREMENTS:

- While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and lift and/or move up to 10 to 20 pounds. While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

Cobb County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Cobb County Government will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.